

EXHIBIT H
COMPLIANCE REVIEW CHECKLIST
Required Documents for Compliance Review for MRB and HOME/ MRB Loans

1. Loan Detail Confirmation printout.
2. Signed Underwriter's Certification (if available prior to submission)
3. Code Compliance Fee of \$75.00 (Certified funds or Lender's check).
4. Copy of final loan application.
5. Income Tax Documentation requirement (Submit one of the following with signatures):
 - (a) Copy of complete federal income tax returns filed in the last three years (including all schedules, W-2's, etc.). Extensions to file IRS returns are not acceptable. Reconstructed tax returns are not acceptable.
 - (b) IRS detailed line-by-line print out with all schedule print outs and W-2s attached.
 - (c) IRS Form 1722 if the return filed was a short or EZ form.
6. Verification of Employment (VOE) required for all current employers for all borrower(s) and a YTD pay stub for all persons over the age of 18 who reside or intend to reside with the eligible borrower in the same dwelling unit.
7. Legible purchase agreement or construction contract. Purchase agreement and contract must be current, and signed by both buyer and seller.
8. Copy of signed Borrower's Affidavit and Certification (Exhibit B), plus
 - (a) Copy of Signed Acquisition Cost Worksheet (Exhibit B(1))
 - (b) Copy of Signed Mortgagor's Income Eligibility Worksheet (Exhibit B(2))
9. Copy of signed Affidavit of Seller (Exhibit A).
10. Signed Lender's Good Faith Estimate of Settlement and Financing Costs, which must support grant.
11. Certification by Lender, if applicable, that such unit is Qualified Rehabbed Housing.
12. Copy of signed and dated Notice to Eligible Borrower Regarding Potential Recapture Tax (Exhibit M).
13. Copy of signed property appraisal, pages 1 through 6 with any pertinent comment addendums.

IF RESERVED FUNDS FROM THE HOME PROGRAM, THE FOLLOWING ADDITIONAL DOCUMENTS ARE REQUIRED

14. Copy of signed property appraisal, pages 1 through 6 with any pertinent comment addendums. This appraisal should certify compliance with **UNIFORMED PHYSICAL INSPECTION STANDARDS (UPIS)** or such certification can be made by a licensed home inspector. IF APPRAISAL IS AN FHA APPRAISAL FOR AN FHA INSURED LOAN, THE CERTIFICATION THAT THE HOUSE MEETS MPS OR HUD STANDARDS WILL SUFFICE.
15. IF PRE-1978 PROPERTY, the Purchase Agreement **must** contain the executed "**Lead Based Paint Addendum to Sales Contract for Property Built Prior to 1978**". Addendum must acknowledge that the borrower has received the pamphlet "Protect Your Family From Lead in Your Home". A fax signed copy is acceptable.
16. IF PRE-1978 PROPERTY, the results of a VISUAL ASSESSMENT and the CREDENTIALS OF THE INSPECTOR must accompany the appraisal. Also, IF THE RESULTS OF THE VISUAL ASSESSMENT REVEAL LEAD HAZARDS (such as cracked and peeling paint), THEN A CLEARANCE INSPECTION REPORT AND A COPY OF THE CLEARANCE INSPECTOR'S LICENSE IS REQUIRED.
17. Copy of signed and notarized Home Project Summary (Exhibit D-1, including Attachments I, II and III). On Attachment II, all income from all assets must be included in the total annual household income. For savings accounts, use the current account balance as cash value and multiply by the current interest rate to calculate earnings. For checking accounts, use the 6-month average balance as cash value and multiply by interest rate if applicable. Count the greater of the actual income from assets (no minimum) or the imputed income from assets (if cash value is more than \$5,000).
18. Copy of Home Regulatory Agreement. (Exhibit D-2)